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13 MAY 1983

MEMORANDUM FOR: Executive Director

THROUGH: Deputy Director for Administration
Director of Medical Services

FROM: James N. Glerum
Director of Personnel

SUBJECT: Agency Physical Fitness Requirements

1. In recent months, we have reviewed a proposal to include a physical fitness center in the new building. During the course of the review, we have examined the physical fitness requirements for Agency personnel. Based upon that examination, I have determined that many Agency positions require personnel to maintain a high level of physical fitness to enable such personnel to perform their official duties, furthermore, existing fitness facilities are inadequate to allow such personnel to maintain the required level of physical conditioning.

2. In our review, we have examined the Factor Evaluation System (FES) insofar as it relates to determining the physical requirements of Agency positions. The FES system is a means by which PMCD evaluates nine factors that must be addressed in Agency position descriptions. One of the nine factors measured under FES is "physical demands." However, because this factor normally is the least significant of the nine factors used to determine position grade levels, position descriptions do not adequately address the full physical activity for Agency positions. For instance, a position may require significant amounts of physical activity, but because this one factor does not carry significant enough weight to add a grade to a position, the position description may not describe all of the physical activity inherent in that position.

3. Although position descriptions may not describe in full the nature of the physical activity required there are many positions which require that personnel filling these positions maintain a high level of physical fitness. Pursuant to my duties as Director of Personnel in the CIA, and after consulting with appropriate line managers and medical personnel, I have concluded that certain Agency positions require a high level of physical fitness: including positions which have paramilitary responsibilities; positions requiring operational training, including Career Trainees; positions which require the employee to be qualified for TDY standby; and positions on the DCI protective staff. Persons in each of these categories are required to maintain a high level of physical fitness. In the absence of such levels of physical fitness, the ability of these employees to perform their assigned duties could be seriously impaired.

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available at Headquarters are inadequate to allow these personnel to maintain the required level of physical conditioning. Existing facilities are extremely overcrowded, making it inconvenient if not impossible for employees to rely in any great measure on the use of these facilities to remain physically fit. Therefore, I have concluded that physical fitness facilities should be constructed in the new building. The number of CIA jobs requiring high levels of physical conditions provides a more than sufficient basis to support construction of such facilities.

9. This issue has been discussed in detail with the DDA and he is prepared to assume responsibility for the physical fitness facilities within the Office of Medical Services.

James N. Glerum

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CONCUR:

Acting Signed: James H. McDonald

Deputy Director for Administration

19 MAR 1968
Date

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